

Quick Reference Guide

How to login to RESX
Go to www.resx.com
Enter your company name, Member ID (provided by your travel manager) and password .
Click Login .
How to Change your Password
Login to RESX.
From the RESX Home screen, click the Profile menu item and select Change Password .
Enter your Current Password , your New
How to Assign Travel Planners
Login to RESX.
From the RESX Home Page click the Profile menu.
Click the Travel Planners Menu Item.
Click Add New Travel Planner link.
Enter up to five Member ID's of individuals who may plan your travel and click Save .

How to Update your Travel Preferences
Login to RESX
On the RESX Home screen update your travel preference information as it applies to the trip you are booking.
Alternatively.
Click the Profile menu
Click Travel Preferences .
Modify travel preference information
How to Book a Trip
Login to RESX
Select the appropriate button for Round Trip, One-Way or Multi Cities booking.
Enter the airport or city names for your trip.
Enter/select the dates & times for your trip
Click in the checkbok to include a car and/or hotel in your trip. <i>(note: Car/hotel criteria can be customized by unchecking the Based on Air Search Criteria box.)</i>
Select your itinerary preference: Suggested Itinerary or Custom Built Itinerary .
Click Search .

How to Book a Trip (cont'd)
Review the provided round trip itineraries or custom build an itinerary by selecting the individual segment tabs at the top of the screen.
Select add to cart on applicable option.
Click Select next to desired car option.
Click Display Room Rates next to desired hotel.
Review the provided itinerary and click the Reserve or Purchase button.
How to Modify a Trip
Login to RESX
From the RESX home page, click the Trip List tab, or click the Travel link in the navigation bar and select Access a Trip .
Under the Pending Trips section, click the View link next to the trip you wish to display and modify.
Modify the necessary segments and click the Purchase button.
How to Cancel a Trip
Login to RESX
From the RESX home page, click the Trip List tab, or click the Travel link in the navigation bar and select Access a Trip and click the Cancel Link next to the trip.